

261-91-8057

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION		2. POSITION NUMBER 31156	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Scientist	GS	1301	12	100
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Compliance and Enforcement Officer		6. NAME OF EMPLOYEE Lisa McKinley			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e. East Enforcement Section			
b. Region 4		f.			
c. Water Protection Division		g.			
d. Clean Water Enforcement Branch		h. Organization Code 70443701			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor (Vacant), Chief, East Enforcement Section		d. Typed Name and Title of Second-Level Supervisor Douglas Mundrick, Chief, Clean Water Enforcement Branch			
b. Signature		c. Date	e. Signature <i>Douglas Mundrick</i>	f. Date 10/28/08	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code 94					
d. Bargaining Unit Code 7777	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (_____ % of time) <input type="checkbox"/> This position is subject to random drug testing (_____)		f. Signature <i>Alvin B. Wilkerson</i>		g. Date 11/10/08
11. REMARKS STATEMENT OF DIFFERENCE					

**COMPLIANCE AND ENFORCEMENT OFFICER
ENVIRONMENTAL SCIENTIST, GS-1301-12
LIFE SCIENTIST, GS-0401-12
GEOLOGIST, GS-1350-12**

INTRODUCTION

Incumbent serves as a Compliance and Enforcement Officer. The position is located in the Clean Water Enforcement Branch (CWEB), Water Protection Division. The Branch is responsible for compliance and enforcement activities to implement the National Pollutant Discharge Elimination System (NPDES) (Section 402) and the Wetlands (Section 404) programs under the Clean Water Act (CWA).

MAJOR DUTIES

Enforcement

Performs work related to the enforcement of the Clean Water Act and/or the oversight of state and industry NPDES programs. Evaluates the performance of state programs to ensure that the program is properly implemented. Negotiates with wastewater facilities and other interested parties to resolve issues related to noncompliance, and provides technical support to defend technical and legal challenges to administrative and judicial complaints. Meets with state program managers to provide advice and assistance on all aspects of enforcement including regulatory and policy requirements, legislation, technical aspects of permit requirements, and enforcement strategies. Coordinates the development of state enforcement agreements and work plans, and coordinates state and EPA environmental and program priorities. Provides liaison and consultation with state and EPA Headquarters regarding implementation issues and development of regulations, policies, and guidance. Confers with Regional Attorneys on complex enforcement actions, providing technical data for inclusion in administrative orders or consent decrees. Serves as a resource in the development and prosecution of enforcement cases.

Scientific and Technical Analysis

Uses analytical methods and techniques to analyze scientific, legal, environmental protection, and/or environmental management issues. Assists and advises regional personnel, state and local officials, private industry, and the general public regarding scientific/technical data and/or activities; the relevance of such data/activities to specific areas of responsibility (e.g., risk assessment, modeling, environmental monitoring of specific facilities/activities, etc.), and interpretation of EPA's regulatory and policy requirements with respect to specific activities within scientific/technical disciplines. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant analytical methods, sampling techniques, etc. related to CWA enforcement. Reviews and evaluates data submittals and/or requests involving CWA compliance. Advises as to the adequacy/accuracy of data/processes and/or the appropriateness of the request and provides technical assistance where applicable. Plans, conducts, and/or provides technical expertise to complex, often multi-media field sampling and analytical services, facility

inspections or audits, and/or monitoring support for highly complex scientific programs/activities. Reviews, interprets, and evaluates analytical data to determine validity, data quality, and scientific significance for intended use. Identifies analytical discrepancies and develops recommendations concerning precision and accuracy of analytical results and whether or not data are valid and acceptable for intended purpose. Verification of results includes confirming identification of the components and concentration levels. Ensures all appropriate agency protocols, methodologies, and quality assurance requirements are met. Performs quality control functions by reviewing and evaluating technical analyses, studies, sampling, or other forms of data processed by others, within or outside EPA, for technical adequacy and acceptability.

Grants/Cooperative Agreements/Interagency Agreements

Exercises management responsibilities for state grants, including responsibility for monitoring performance. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions.

FACTORS

Factor 1-7: Knowledge Required by the Position

1250 Points

The position requires a professional knowledge of environmental science principles, concepts, and methods to perform complex assignments of high difficulty (i.e., the methods and techniques are well-established, yet specific projects may require significant deviation from established methods). The position requires a thorough knowledge of applicable environmental statutes and regulations.

Factor 2-4: Supervisory Controls

450 Points

The supervisor makes assignments in the form of broad functional responsibilities together with broad objectives. Individual projects or work to be done, priorities, and deadlines are established by the employee in consultation with the supervisor. The employee independently plans his/her own work, coordinates with other scientists or subject matter specialists, resolves problems, and carries assignments through to completion. Work is normally accepted as technically accurate but subjected to review upon completion for achievement of objectives, conformance to policy, and compatibility with the work of other functional elements of the organization.

Factor 3-4: Guidelines

450 Points

The guidelines are often inadequate in dealing with the more complex or unusual problems. The individual must use resourcefulness, initiative, and judgment based on experience to deviate from the norm or extend traditional scientific methods and practices in developing solutions to problems where precedents are not applicable.

Factor 4-4: Complexity

225 Points

Assignments involve the interpretation and implementation of policy and program directives that generally require supplementation to provide adequate coverage for a range of subjects involving public safety, welfare, and the protection of natural resources. Individual assignments typically

involve complex features, requiring modification or adaptation of conventional practices and criteria.

Factor 5-5: Scope and Effect

325 Points

The purpose of the position is to coordinate the Clean Water Act compliance and enforcement program and to assist in implementing assigned projects/cases/programs. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight States of Region 4. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

Factor 6-3: Personal Contact

60 Points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

Factor 7-3: Purpose of Contacts

120 Points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8-1: Physical Demands

5 Points

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle. Incumbent conducts inspections of facilities subject to the CWA.

Factor 9-1: Work Environment

5 Points

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas and wastewater facilities.